

ASDAN qualifications

IQA pre-delivery check (with guidance)

All highlighted text in this template is provided as guidance for the IQA. Please delete and replace with relevant data.

Centre name:	
Centre number:	
ASDAN qualification:	
Level:	
IQA name:	
Assessor name(s):	
Cohort title	
Course start date:	Course completion date:

	Date checked	Comments/feedback to assessor
Are assessment plans available for all units to be delivered?		
Has the assessor used the current qualification specification and other ASDAN resources to plan assessment?		
Do assessment activities cover all unit requirements?		Check that all assessment criteria and any additional requirements (eg how many times the learner needs to evidence something or for how long) are covered.
Are assessment tasks and resources appropriate for the level of the unit?		
Are assessment activities and their contexts relevant and engaging to all learners in the current cohort?		
Are all assessment resources clearly and accurately cross-referenced to the relevant unit and assessment criteria?		

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	Date checked	Comments/feedback to assessor
Can all learners in the cohort access all planned assessment activities and resources?		
Do any learners in the cohort have any specific requirements for accessing the assessment activities and resources? (ie reasonable adjustments)		
Have any identified conflicts of interest been declared? (eg assessor/learner, assessor/IQA)		
For IQA use only:	Date checked	Comments/feedback to assessor
<ul style="list-style-type: none"> Is there an appropriate IQA sampling plan in place? 		
<ul style="list-style-type: none"> Are appropriate assessment standardisation activities planned? 		

Action	Person(s) responsible	Deadline date	Date completed

Assessor signature:	Date:
IQA signature:	Date: